



## ***EXHIBITOR GUIDE & APPLICATION***

### **FRYSC Annual Victory Over Violence Conference**

**July 15-17, 2019 Northern Kentucky Convention Center, Covington**

The Exhibitor Guide & Application is designed to assist you in planning for a successful and rewarding opportunity to be a part of the 2019 Victory Over Violence (VOV) Conference. The guide includes the application, rules and regulations which constitute the entire agreement between the parties and becomes the contract upon acceptance by the VOV Planning Committee. **Please read all information carefully.**

#### **Location**

Exhibits will be located in the Northern Kentucky Convention Center. Lodging rooms are available at a discounted rate, starting at \$149 per night. For more information or to make a reservation, call the Marriott River Center at 859-261-2900 or Embassy Suites River Center at 859-261-8400 and mention the Victory Over Violence room block.

#### **Exposure to Decision Makers**

Your organization has the opportunity to meet with and market your product or service to Family Resource and Youth Services Center staff from across the Commonwealth of Kentucky. We expect more than 700 conference attendees. To encourage participation, conference attendees will be entered in a prize drawing after visiting all the exhibits.

#### **Space Agreement**

The booth space rented is to be used solely by you, and your name must appear on the application and contract for exhibit space. It is agreed that you will not sublet any portion of that space without the written consent of the VOV Planning Committee. You are entirely responsible for the booth space rented and have sole responsibility for repair and maintenance of the booth rented including the sole responsibility of keeping the booth space free from any condition that might be dangerous to persons entering the premises.

#### **Complimentary Registration**

Each exhibiting company is allotted **one** complimentary conference registration which permits entrance to all VOV sessions, receptions and meal events. Complimentary name badges are provided to each staff member exhibiting.

#### **Location Assignment**

Exhibit location assignments are solely at the discretion of the VOV Planning Committee. The Committee considers exhibitors' requests along with the date the contract was received and electrical and data line needs. The Committee reserves the right to change location assignments at any time, as it may deem necessary. Once the contract is executed and a space assignment issued, the Committee sends written confirmation. Your exhibit space will be labeled upon arrival at the conference.

## **Shipping and Storage**

If you need to ship by mail, motor freight, parcel post or your own transportation, **you must contact MAC Productions directly at 859-655-3080 to make arrangements.** The shipping and storage of merchandise is **not** the responsibility of DFRYSC. For specific shipping information or questions, please email [melissa.newton@ky.gov](mailto:melissa.newton@ky.gov).

## **Exhibit Hours**

Monday, July 15	10 a.m.–5 p.m.
Tuesday, July 16	7:30 a.m.–5 p.m.
Wednesday, July 17	7:30 a.m.–12:30 p.m.

## **Set Up and Tear Down**

Exhibitors may begin to set up on Monday, July 15 from 8-10 a.m. The exhibit must be staffed constantly until your equipment, products, displays, etc., are crated and sealed or are officially turned over to your shipper for removal. All exhibit materials must be packed and removed from the exhibit area by 1 p.m. on Wednesday, July 17.

## **Insurance and Liability**

It is recommended that you obtain adequate insurance coverage, at your expense, for possible property loss, damage or liability for personal injury and property damage that may occur during move-in, show days or move-out. You agree to indemnify and hold harmless the VOV Planning Committee, FRYSCy Inc., Division of Family Resource & Youth Services Centers and the Northern Kentucky Convention Center.

The contract is irrevocable and becomes effective when the contract is signed. In the event of fire, labor strikes or any other event beyond the control of either party, this agreement is not binding. You agree to comply with all Federal and State Intellectual Property Laws governing the sale of all goods and services.

## **Security**

Neither the VOV Planning Committee, FRYSCy Inc., the Division of Family Resource and Youth Services Centers, nor the Northern Kentucky Convention Center is responsible for any loss, theft or damage that may occur to your products from any cause whatsoever or from injuries that may occur to you or your employees. There is no designated security provided for this area other than regular facility security.

## **Payment**

Payment in full is required with your signed contract to reserve your exhibit space. Telephone requests will not secure or hold space.

## **Cancellation**

All cancellations must be submitted in writing to FRYSCy, Inc. prior to June 7, 2019. All refunds will be less a \$100 handling fee. No refund will be made after June 30, 2019. Any cancelled space or sponsorship may be resold or reassigned at the discretion of FRYSCy, Inc. or the VOV Planning Committee.

## **Contact Information**

Melissa Newton, DFRYSC Training Specialist and VOV Exhibit Coordinator  
275 E. Main St, 3C-G, Frankfort, KY 40601  
Phone: 502-564-4986, ext. 3843  
Fax: 502-564-6108  
[melissa.newton@ky.gov](mailto:melissa.newton@ky.gov)

# **EXHIBITOR CONTRACT**

## **2019 Victory Over Violence Conference**

### **Exhibitor Contact Information**

Organization/Company\* Name: \_\_\_\_\_

*\*As it should appear in the conference materials and signage.*

Authorized Company Representative: \_\_\_\_\_

Job Title: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State and Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

On-Site Contact Name: \_\_\_\_\_

Mobile Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Other exhibiting staff (for name badges): \_\_\_\_\_

### **Exhibit Options**

Fees include one skirted 6-foot-wide table and two chairs, one complimentary conference registration and listing in the event program. Approval of exhibits, sponsors and/or donations is at the sole discretion of the VOV Planning Committee.

- ☐ \$399 – Corporate Exhibitor
- ☐ \$199 – Nonprofit Exhibitor
- ☐ \$100 – Take One Table (information table only – no chairs)
- ☐ \$0 – Paid Sponsor (contribution of \$2,000 or more.)  
*Company logo will appear in event program and on promotional items, in addition to the above inclusions.*

### **Exhibit Add-ons**

Additional expenses may be incurred if add-ons are requested. Add-ons are provided at no cost for paid sponsors.

#### ***Additional Tables***

\$50 per table. Maximum of 2 tables total.

☐ No ☐ Yes, specify number desired: \_\_\_\_\_

#### ***Electric outlet(s)***

\$90 (regardless of number)

☐ No ☐ Yes, specify number desired: \_\_\_\_\_

### **Authorization**

I hereby represent that I am authorized to submit this Exhibitor Contract on behalf of my company; that I have thoroughly read and understand on behalf of my company the 2019 Victory Over Violence Exhibitor Guide and agree to abide by its terms. I realize no refunds will be made after June 30, 2019, and that I understand that this Contract is complete only when accepted by the FRYSECKY, Inc.

**Authorized Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Deadline**

All contracts and payment must be received prior to **June 7, 2019**.

**Organization Service and/or Product Description**

Please describe your organization's services and/or products in 25 words or less. This written description will appear in the official conference program. If this section is left blank, there will be no description in the program. The VOV Planning Committee reserves the right to edit descriptions.

**Confirmation**

Upon receipt of your completed exhibit contract and payment, a detailed confirmation letter will be sent with specific instructions. If you have questions or need additional information, contact Melissa Newton by email at [melissa.newton@ky.gov](mailto:melissa.newton@ky.gov) or call 502-564-4986, ext. 3843.

**Payment Information**

Please make all payments to **FRYSCKy, Inc.**

- ☐ Check Enclosed  
☐ Money Order Enclosed

**Submission**

Please **mail contract and payment to:**

VOV Exhibit Showcase  
c/o Melissa Newton  
275 E. Main St., 3C-G  
Frankfort, KY 40601